

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>		EFFECTIVE DATE 01/01/2006	NUMBER 04.01.105
SUBJECT RECEPTION FACILITY SERVICES		SUPERSEDES 04.01.105 (02/14/05)	
		AUTHORITY MCL 768.36; 780.131; 791.204; 791.264; 791.265; 791.266; 791.267 ACA STANDARDS 4-4280; 4-4285; 4-4286; 4-4287; 4-4289; 4-4305; 4-4474; 2-CO-4A-01	
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**POLICY STATEMENT:**

The Department shall provide reception facility services as set forth in this policy.

**RELATED POLICIES:**

01.05.125      Escape and Apprehension Reporting/Processing  
03.02.120      Youthful Trainees  
05.01.140      Prisoner Placement and Transfer

**POLICY:**

GENERAL INFORMATION

- A. Prisoners recently sentenced to the Department's jurisdiction shall be received, housed and provided intake processing at the Charles Egeler Reception and Guidance Center (RGC) or the reception center at the Scott Correctional Facility (SCF), as appropriate. Prisoners returned due to technical parole violation, reclassification from Community Residential Programs (CRP) or the Special Alternative Incarceration Program (SAI), or returned from escape status, also may be temporarily housed at RGC or SCF, as appropriate.
- B. All prisoners recently committed to Department custody under the Holmes Youthful Trainee Act (HYTA) shall be received, housed and provided intake processing at the Thumb Correctional Facility (TCF) or SCF, as appropriate.
- C. Prisoners shall be received consistent with the placement criteria identified above except as follows or as otherwise authorized by the Deputy Director of Correctional Facilities Administration (CFA) or designee:
  1. A prisoner who receives a new sentence while in a CFA institution to be served with the Department shall be received at the institution from which s/he was released for sentencing. The prisoner shall receive a security classification review in accordance with PD 05.01.130 "Prisoner Security Classification" and an assaultive and property risk review in accordance with PD 05.01.135 "Statistical Risk Screening". The prisoner shall be transferred to another facility if determined necessary due to the results of the security and risk classification review.
  2. A male prisoner sentenced in the Upper Peninsula shall be received at Marquette Branch Prison (MBP) unless the sentence was received while the prisoner was incarcerated in a CFA institution. The prisoner shall be transferred from MBP to the appropriate reception facility as soon as possible.
  3. A male prisoner who escaped from a Department institution and was apprehended in the Upper Peninsula shall be received at MBP. The prisoner shall be transferred from MBP to the appropriate reception facility as soon as possible.

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- D. Each HYTA prisoner received shall be accompanied by the documents set forth in PD 03.02.120 "Youthful Trainees". Prisoners received with a new sentence to be served with the Department should be accompanied by the following:
1. A copy of the Judgment of Sentence embossed with the county seal, which must be legible and state the statutory citation for the crime(s) for which the prisoner was sentenced and the minimum and maximum term of imprisonment. Electronically transmitted copies are not acceptable.
  2. One completed copy of the Sheriff's Questionnaire (CAH-136).
  3. Copies of the pre-sentence investigation (PSI) report as set forth in PD 06.01.140 "Pre-Sentence Investigation and Report". A copy of the PSI report shall be provided to the prisoner, with receipt documented on the Basic Information Form (CSX-104A).
- E. If a prisoner with a new sentence to be served with the Department is received without a Judgment of Sentence or a PSI report, the Warden or designee shall consult with the Records Administrator, Administration and Programs (A&P), or designee to determine whether to accept the prisoner. The absence of a Sheriff's Questionnaire or sufficient copies of the PSI report shall not be a basis for refusing to accept a prisoner.
- F. All prisoners and any personal property in their possession shall be searched for contraband in accordance with PD 04.04.110 "Search and Arrest in Correctional Facilities" when received. Prisoners received with any of the following personal property items in their possession shall be permitted to keep the items; no other items are permitted:
1. Personal legal property as defined in PD 04.07.112 "Prisoner Personal Property", except that they shall not be permitted to keep personal typewriters.
  2. Personal photographs, provided they are not prohibited by PD 05.03.118 "Prisoner Mail".
  3. Religious items, other than reading material, that are necessary to the practice of the prisoner's religion and do not present a threat to the order and security of the facility. This determination shall be made consistent with PD 05.03.150 "Religious Beliefs and Practices of Prisoners". Individual items shall not exceed \$50.00 in retail value.
  4. Personal addresses.
  5. Prescription glasses as set forth in PD 04.06.165 "Optometric Services".
  6. Medically necessary items, consistent with the requirements set forth in PD 04.06.160 "Medical Details and Special Accommodation Notices".
  7. If married or widowed, one plain wedding band or set without stones or insignia that does not exceed \$50 in retail value.
  8. The prisoner's birth certificate, social security card, GED certificate or other official document that the prisoner may need upon release, provided the prisoner agrees that the documents may be retained in his/her Record Office file. If retained in the Record Office file, the documents shall be given to the prisoner when s/he transfers to Community Residential Programs, paroles or discharges.
- G. Any other personal property received with a prisoner shall be mailed at the prisoner's expense to a person designated by the prisoner, except that food items not in a sealed can or in an unopened vacuum packed container shall be destroyed. The property shall not be sent to another prisoner, a court, an identified public official, or a Department employee unless that employee or public official is

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related by blood or marriage to the prisoner. A prisoner who does not have sufficient funds to pay the cost of postage shall be loaned the funds provided the prisoner agrees in writing to repay the debt at 100% of future funds received. If the prisoner does not agree to do so, the property may be destroyed no sooner than ten business days after the prisoner is notified in writing of this intent except for official documents the prisoner may need upon release, which shall instead be retained as set forth in Paragraph F, no. 8. The property may be mailed out during this ten-day period if the prisoner receives sufficient funds or agrees to repay the debt as set forth above.

- H. All funds accompanying a prisoner shall be credited to the prisoner's institutional account as set forth in PD 04.02.105 "Prisoner Funds".
- I. Each prisoner shall be provided state-issued clothing as set forth in PD 04.07.110 "State-Issued Items and Cell/Room Furnishings for Prisoners".

#### ACCESS TO PROGRAMS AND SERVICES

- J. Prisoners housed at MBP pursuant to Paragraph C or in a reception facility are in the unclassified status of quarantine. Prisoners on quarantine status shall be separated from non-quarantine prisoners to the extent possible, including in their housing assignment. However, they shall be provided access to basic programs and services as authorized by the CFA Deputy Director or designee. This shall include at least the following:
  - 1. Visits from qualified clergy, attorneys, and representatives acting on an attorney's behalf who are on official business with the prisoner.
  - 2. Access to law library services as set forth in PD 05.03.115 "Law Libraries".
  - 3. Mail privileges and writing materials in accordance with PD 05.03.118 "Prisoner Mail". Reception facility staff shall notify each prisoner of the requirements set forth in PD 05.03.118 which must be met in order to receive special handling of legal mail.
  - 4. Prisoner store ordering arrangements for metered envelopes and, as approved by the Warden for purchase by prisoners in quarantine, mandatory health care products, over-the-counter personal care products, hygiene products and stationary as identified on the Standardized Store List pursuant to PD 04.02.130 "Prisoner Store".
  - 5. Telephone privileges as set forth in PD 05.03.130 "Prisoner Telephone Use".
  - 6. Group religious services in accordance with PD 05.03.150 "Religious Beliefs and Practices of Prisoners".
  - 7. Access to the prisoner grievance system as set forth in PD 03.02.130 "Prisoner/Parolee Grievances".
- K. Prisoners shall be provided meals consistent with PD 04.07.100 "Offender Meals". Therapeutic diets shall be provided as set forth in PD 04.07.101 "Therapeutic Diet Services". Prisoners in an area of a reception facility designated for management problem cases may be fed food loaf in lieu of his/her regular meals consistent with the requirements set forth in PD 04.05.120 "Segregation Standards".
- L. Prisoners shall be required to attend an orientation program developed in accordance with PD 04.01.140 "Prisoner Orientation". The orientation program shall include information on the type and purpose of reception processing and evaluations the prisoner may receive while in the reception facility. In addition, prisoners identified as foreign nationals shall be provided with information on how to contact their foreign consulate.

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## INTAKE PROCESSING

### Record Keeping

- M. Prisoner identification numbers shall be assigned and commitment files created as set forth in PD 01.04.130 "Prisoner Commitment Files" or PD 03.02.120 "Youthful Trainees", as necessary. Relevant information from any inactive commitment files shall be incorporated into the new files. The commitment files for prisoners who have a conviction for child abuse, criminal sexual conduct, or any other assaultive or violent behavior against a person under the age of 18 shall be conspicuously marked; the information also shall be entered in the visitor tracking database.
- N. Computerized files shall be created for HYTA prisoners as set forth in PD 03.02.120 "Youthful Trainees". Files shall be created for all other prisoners for each new commitment on the Department's computerized database (e.g., OMNI) by Field Operations Administration (FOA) field staff and/or reception facility staff, as appropriate.
- O. A Basic Information Sheet (CSX-117) shall be generated for each prisoner for each new commitment. The Basic Information Sheet shall be retained in the prisoner's commitment files.

### Time Computation

- P. Record Office staff shall compute minimum and maximum release dates for prisoners received with a new or amended sentence to be served with the Department based on the sentence imposed and instructions from the court, consistent with PD 03.01.100 "Good Time Credits", PD 03.01.101 "Disciplinary Credits" and PD 03.01.105 "Disciplinary Time". For HYTA prisoners, release dates shall be computed as set forth in PD 03.02.120 "Youthful Trainees". Dead time for escapees shall be computed as set forth in PD 01.05.125 "Escape and Apprehension Reporting/Processing".
- Q. Record office staff also shall compute the parole eligibility dates of prisoners convicted prior to March 1, 2003, of certain violations of the Controlled Substances Act as set forth in PD 06.05.104 "Parole Process"; that date shall serve as the earliest release date for the controlled substance violation if it is earlier than the prisoner's minimum release date calculated pursuant to Paragraph O, except when determining eligibility for CRP.
- R. A prisoner serving a sentence in another jurisdiction shall not be credited with service on a Michigan sentence until that prisoner has been physically received and processed as required by this policy, unless specific approval is received from the CFA Deputy Director or designee.

### Photographic Identification

- S. Photographs shall be taken of and identification cards prepared for prisoners as set forth in PD 04.04.100 "Custody, Security and Safety Systems".

### Fingerprints/Immigration and Naturalization Service (INS) Requirements

- T. A complete set of fingerprints shall be taken from each prisoner for each new commitment. The fingerprints shall be forwarded to the Michigan State Police and copies retained in the appropriate Record Office file.
- U. A Federal Bureau of Investigation Fingerprint Card (FD-249) shall be completed for each prisoner identified as not being a United States citizen, unless a card has already been completed for the prisoner. The completed card shall be forwarded to the INS, United States Department of Justice, and a copy retained in the appropriate Record Office file. Information on a prisoner's citizenship shall be entered on the Department's computerized database.

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#### Felony Charges, Detainers and Felony Suspect Information

- V. Record Office staff shall check the Law Enforcement Information Network (LEIN), the PSI report, Sheriff's Questionnaire and any other documentation deemed relevant to determine if there are any pending felony charges, detainers or felony suspect information for each prisoner received. If a pending felony charge, felony detainer or felony suspect information is found, staff shall proceed as set forth in PD 03.01.120 "Detainers, Pending Felony Charges and Felony Suspect Information". A prisoner with a pending out-of-state charge or detainer shall only be transferred or released to that state as outlined in PD 06.01.110 "Interstate Compact Administration".
- W. Within one business day after a prisoner is first identified as not being a United States citizen, Record Office staff shall contact INS to determine whether it wants to take custody of the prisoner. Such cases shall be handled consistent with the requirements set forth in PD 03.01.120 "Detainers, Pending Felony Charges and Felony Suspect Information".

#### Parole Violators

- X. Whenever a prisoner discharged from parole returns with a new conviction, Record Office staff shall verify that the offense did not occur while the prisoner was on parole. The Parole Board shall be contacted if it is determined that the offense did occur during the parole period.

#### Sex Offenders Registration Act

- Y. Record Office staff shall report a change of address for a registered prisoner as set forth in PD 01.06.115 "Sex Offenders Registration Act".

#### Reporting of Prisoner Assets

- Z. Each prisoner shall be required to complete an Offender Financial Status Report (CAJ-140) as set forth in PD 04.02.140 "Reporting of Offender Assets".

#### Transcase

- AA. Except for HYTA prisoners, a transcase shall be prepared for each prisoner upon commitment. The transcase shall consist of the following completed documents:
  1. Basic Information form (CSJ-104 or CSX-104) for prisoners with a new commitment.
  2. Security Classification Screen - Initial (CSJ-480) or Security Classification Screen - Initial - Female Prisoners Only (CSJ-482), in accordance with PD 05.01.130 "Prisoner Security Classification".
  3. Property Risk Screening Sheet (CSJ-352) as set forth in PD 05.01.135 "Statistical Risk Screening".
  4. Assaultive Risk Screening Sheet (CSJ-353) for male prisoners only, as set forth in PD 05.01.135. All female prisoners shall be automatically designated as very low assaultive risk without being screened.
  5. The Michigan Prisoner Reentry Initiative (MPRI) Case Management/Transition Accountability Plan, when appropriate.

#### ASSESSMENTS

- BB. The suicide potential of each prisoner shall be assessed as set forth in PD 04.06.115 "Suicide Prevention".

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- CC. The programming needs of HYTA prisoners shall be established as set forth in PD 03.02.120 "Youthful Trainees". All other prisoners shall be assessed to identify educational and other programming needs. This shall specifically include the following:
1. A comprehensive diagnostic assessment for each prisoner when initially committed to determine his/her level of educational development, aptitude and interests. Staff shall take into consideration the assessment test results, program availability and the need for therapeutic intervention when determining appropriate institutional placement. Prisoners who were assessed during their most recent incarceration shall be reassessed as determined necessary by the Warden or designee.
  2. A substance abuse assessment and recommendation for substance abuse programming in accordance with PD 03.03.115 "Substance Abuse Programming and Testing". Prisoners identified as experiencing substance abuse withdrawal shall be referred to Bureau of Health Care Services (BHCS), A&P.
- DD. BHCS staff shall conduct a health screening and appraisal for each prisoner as set forth in PD 03.04.100 "Health Services". This includes a dental exam as set forth in PD 04.06.150 "Dental Services" and an optometric exam as set forth in PD 04.06.165 "Optometric Services".
- EE. All newly committed prisoners and those returned from community status who were not in secure confinement in a jail or other correctional facility shall be tested for the Human Immunodeficiency Virus (HIV) as set forth in PD 03.04.120 "Control of Communicable Bloodborne Diseases". Post-test counseling as set forth in PD 03.04.120 shall be provided before medical clearance for transfer is given.
- FF. Except for HYTA prisoners, BHCS psychological services staff shall assess each prisoner for the presence of mental illness and mental disorder. All prisoners sentenced as "Guilty But Mentally III" and those who appear to have a serious mental illness/mental disorder shall be referred for a comprehensive psychiatric assessment.
- GG. Except for HYTA prisoners, BHCS psychological services staff shall assess each prisoner for possible placement in the Social Skills Development Program in accordance with PD 05.01.120 "Social Skills Development Program", unless the prisoner was previously assessed. If necessary, a gender identity disorder evaluation also shall be performed as set forth in PD 04.06.184 "Gender Identity Disorders in Prisoners".
- HH. A prisoner convicted of or having a history of a predatory or assaultive sexual offense shall be interviewed by BHCS psychological services staff to determine the need for specialized programming for predatory or assaultive sex offenders, unless the prisoner was previously interviewed and has not engaged in a new predatory or assaultive sexual offense since that interview.

#### Homosexual Predator Identification

- II. Each prisoner shall be interviewed, and any newly received information reviewed, to determine if a Notice of Homosexual Predator Designation (CSJ-351) needs to be prepared in accordance with PD 05.01.150 "Homosexual Predator Designations". Staff shall pay particular attention to information contained in Judgments of Sentence, PSI reports, Parole Violation Reports (CFJ-110) and Sheriff's Questionnaires.
- JJ. Whenever a discharged prisoner with a homosexual predator designation returns with a new commitment, reception facility staff shall review the original basis for that designation and the conduct of the prisoner since the designation to determine whether there is a sufficient basis to believe that the prisoner no longer presents a threat as a predator. If it is believed that the prisoner may no longer present such a threat, the case shall be referred to the Warden for review as set forth in PD 05.01.150 "Homosexual Predator Designation".

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#### Special Problem Offender Notification (SPON)

- KK. Each prisoner shall be interviewed, and any newly received information reviewed, to determine if a Special Problem Offender Notice (CAJ-544) needs to be prepared in accordance with PD 03.03.110 "Special Problem Offender Notification". Staff shall pay particular attention to information contained in PSI reports, Parole Violation Reports and Sheriff's Questionnaires.

#### Security Threat Group Member Identification

- LL. Each prisoner shall be interviewed, and any newly received information reviewed, to determine if a Security Threat Group Member Identification form (CSJ-102) needs to be prepared in accordance with PD 04.04.113 "Security Threat Groups". Staff shall pay particular attention to information contained in PSI reports, Parole Violation Reports and Sheriff's Questionnaires.

#### SAI Eligibility

- MM. SAI staff shall screen prisoners to identify those who are eligible to be considered for placement in SAI as set forth in PD 05.01.142 "Special Alternative Incarceration Program".

#### Parole Eligibility

- NN. Parole guideline information shall be entered on the Department's computerized database for each prisoner received with a new sentence to be served with the Department, as set forth in PD 06.05.100 "Parole Guidelines". A Parole Eligibility/Lifer Review Report (CSJ-123) shall be prepared for each prisoner eligible for a parole interview pursuant to PD 06.05.103 "Parole Eligibility/Lifer Review Reports".

#### TRANSFER FROM RECEPTION FACILITIES

- OO. Intake processing shall normally be completed within four weeks after arrival at the reception facility. After intake processing is completed, the prisoner shall be transferred as set forth in PD 05.01.140 "Prisoner Placement and Transfer", PD 05.01.120 "Social Skills Development Program" if approved for transfer to that program, or PD 05.01.142 "Special Alternative Incarceration Program" if approved for placement in SAI.

#### OPERATING PROCEDURES

- PP. Wardens shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director or Deputy Director.

#### AUDIT ELEMENTS

- QQ. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist Wardens with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

PLC/OPH/12-21-05